



My Career Action Plan

Year 11 (EAL) – I Decide

Date: _____

School: _____

Name: _____

A Career Action Plan helps you to focus on your goals and plans for the future. It helps you to work out how you are going to achieve what you want relating to school, work and life. A Career Action Plan lets you decide what you are going to do and how you will do it.

My Profile

My background

* Describe a few things about yourself, like your country of origin, languages spoken at home, what your family did before coming to Australia or anything else you think is important.

My qualities

* Qualities include positive words to describe you, which are also called "attributes"

Tick 3 or more words that best describe you. You can add to the list.

- | | | | |
|-----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Loyal | <input type="checkbox"/> Committed | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Use common sense |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Adaptable | <input type="checkbox"/> Sense of humour | <input type="checkbox"/> Believe in myself |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Motivated | <input type="checkbox"/> Well-dressed | <input type="checkbox"/> Work well under pressure |
| <input type="checkbox"/> | | | |

The above list of attributes is drawn from The Employability Skills Framework, developed by the Australian Chamber of Commerce and Industry (ACCI) and the Business Council of Australia (BCA) in 2002. For more information please see: http://www.dest.gov.au/sectors/training_skills/publications_resources/other_publications/

My interests

* Think about activities you do at school and outside of school that you enjoy

List the 3 things you most enjoy, such as craft, computers, exploring or cooking.

My skills

* Skills are things you can do well

Tick the skills that you can do well and give examples of when you have done this. You may do things at school, at home, or in the workplace. You can add to the list. If you are having trouble, ask your friends, family or school staff what they think you are good at.

- Communicate with people
- Work in a team with other people
- Solve problems
- Come up with my own ideas
- Plan and organise things
- Manage my own time
- Learn new things
- Use technology
- Speak another language
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The above list of skills is drawn from The Employability Skills Framework, developed by the Australian Chamber of Commerce and Industry (ACCI) and the Business Council of Australia (BCA) in 2002. For more information please see: http://www.dest.gov.au/sectors/training_skills/publications_resources/other_publications/

Learning styles	List three or more things that make learning easier for you. For example, writing things down or working with other people.
My preferred type of work	<p>Tick the boxes that match your preferred type of work.</p> <p> <input type="checkbox"/> Scientific <input type="checkbox"/> Creative <input type="checkbox"/> Helping <input type="checkbox"/> Hands-on <input type="checkbox"/> Outdoors <input type="checkbox"/> Office <input type="checkbox"/> Retail </p> <p>The above list is from Type of Work Chart in the Job Guide. For more information please see: http://www.jobguide.deewr.gov.au/</p>
Self-assessment results	<p>Have you tried any career quizzes or self-assessment activities or used profiling tools? If you have, write down the main things you learnt about yourself after completing them. There are some free resources at www.myfuture.edu.au.</p>

Educational Background

Subjects I am studying this year	
Subjects I studied last year (and my results)	
Subjects I want to study next year	

Employment/Volunteer Experience/Work Experience/Structured Workplace Learning

Employer/Organisation name	What tasks you did

Community Involvement

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/carframe/Pages/cap.aspx>

Organisation name	What tasks you did or official positions held

Career Portfolio

Items	I have this	I need this	If you need it, identify what needs to be done to get it
Job Applications			
Up-to-date resume	<input type="checkbox"/>	<input type="checkbox"/>	
Sample cover letter	<input type="checkbox"/>	<input type="checkbox"/>	
Details of two referees	<input type="checkbox"/>	<input type="checkbox"/>	
One reference letter	<input type="checkbox"/>	<input type="checkbox"/>	
Job Interviews			
A folio of my best work	<input type="checkbox"/>	<input type="checkbox"/>	
School reports	<input type="checkbox"/>	<input type="checkbox"/>	
Certificates and Awards	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Learning			
List of my skills	<input type="checkbox"/>	<input type="checkbox"/>	
safe@work certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Work Experience report / Structured Workplace Learning report	<input type="checkbox"/>	<input type="checkbox"/>	
Employer reference letter	<input type="checkbox"/>	<input type="checkbox"/>	
Further Education and Training			
A list of Open Days to attend	<input type="checkbox"/>	<input type="checkbox"/>	
A list of scholarships I can apply for	<input type="checkbox"/>	<input type="checkbox"/>	
Information about financial assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Other			
Tax File Number	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

My Future

★ How much do you know about the different things you can do after finishing school?

In the future I would be happy if...	
In the future I would be unhappy if...	
In the future I would like to...	
When I finish school, I plan to...	<input type="checkbox"/> Get a full-time job <input type="checkbox"/> Get a part-time job <input type="checkbox"/> Become a volunteer <input type="checkbox"/> Continue training (e.g. a VET course at TAFE) <input type="checkbox"/> Continue education (e.g. university course) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

★ How much do you know about different occupations? Visit the **myfuture** website (www.myfuture.edu.au) and try the 'Exploring Occupations' quiz which helps you to find out about important things to consider when deciding on an occupation.

- ⊗ Visit the **Year 12 What Next?** website (www.year12whatnext.gov.au) containing information to help you to plan your post-school education and training, learn about future work opportunities and find out where you go to get help and information.
- ⊗ Visit the **Careers Bullseye** posters website (www.deewr.gov.au/Schooling/CareersandTransitions/CareerDeveloping/Resources/Pages/CareerBullsEyeposters.aspx) containing information to help you identify occupations that link with subjects studied at school and indicate what level of education and training is required.
- ⊗ Visit the **Job Guide** website (www.jobguide.deewr.gov.au) containing hundreds of occupational profiles.

★ You might need to do some more research to help you decide what you want to do when you finish school.

Sources of information ★ List the career resources you find useful, such as: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au	
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My Career Choices

* You will need to do some research about the careers you are interested in. Complete this table as you do this research.

	First Choice	Second Choice
Career		
Qualities required * Check the "attributes" in: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au		
Duties required * Check the "skills" in: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au		
Potential employers * List places where you could find work		
Employment outlook * Check out Job Outlook: www.joboutlook.gov.au		
Education/training required * List the courses you will need to do		
Providers offering course * List the institutions offering the courses you will need to do		
Course requirements and prerequisites * List the special things you need to do to get into the course, like study a certain subject at high school, submit a folio, or attend an interview		
Similar occupations * List other similar jobs you could do		

My Plan

★ Goals are things that you want to achieve or be good at in the future. They are things that will help you to be prepared and ready for change at school or in your life.

★ Find last year's Career Action Plan and write down the goals that you achieved. If you did not achieve all of the goals then write down something else that you achieved last year.

★ The table below has examples of goals that can be used or removed to suit you.

	My Year 10 goal or achievement	What I actually did	How I felt after I did it
School	1. <i>Start a School-Based Apprenticeship in plumbing</i>	<i>Did a trial-a-trade session with the local VET provider</i>	<i>I felt that I would not be suitable for a job in plumbing</i>
	2.		
Life	3. <i>Do volunteer work at the dog shelter</i>	<i>I walked my neighbour's dog every Sunday</i>	<i>I felt happy because I was helping my neighbour and her dog</i>
	4.		

★ Thinking about new goals for this year and how you will achieve them means that you will be prepared to study the subjects you like, do the types of occupations you prefer, and keep your future options open.

★ If you achieve a goal throughout the year, set another new one for yourself – maybe a more challenging one.

★ The table below includes examples of goals that can be used or removed to suit you.

	What is my goal?	How will I do it?	Why is it important?	When will I do it by?
School	1. <i>Hand all my work in on time</i>	<i>Use my diary to list all due dates</i>	<i>So I don't feel rushed</i>	<i>By the end of the year</i>
	2.			
Life	3. <i>Find a part-time job</i>	<i>Look for jobs in my community newspaper</i>	<i>Get me ready for life after school</i>	<i>By the end of Term 2</i>
	4.			

* You may need some help from other people to achieve your goals. People can help you in different ways, like family members, community members, teachers, friends and other people you trust.

* The numbers and examples in the table below relate to the goals listed above, and can be adapted.

	Who can help me?	How can they help me?
School	1. <i>My teacher</i>	<i>Make sure I write all due dates in my diary</i>
	2.	
Life	3. <i>Family members</i>	<i>Help me to send my cover letter and resume to employers</i>
	4.	

* You may also want to seek help from people within your local community when you need it. These people include youth workers, mentors and tutors.

Who can help me?	How can they help me?

Skills I need to develop to be prepared for my career choices

* You can see examples of work-related skills on these websites:

⊗ myfuture: www.myfuture.edu.au

⊗ Job Guide: www.jobguide.deewr.gov.au

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Subjects I will need to do next year to be prepared for my career choices

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Further education or training I will need to do to be prepared for my career choices

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My Review

★ Throughout the year it is important for you to spend some time thinking about the goals and plans you set for yourself, and what it was like deciding what you are going to do and how you will do it.

- ⊗ Read your Career Action Plan.
- ⊗ Work out what you have achieved so far.
- ⊗ Think about who can help you to work on the goals you have not achieved yet.
- ⊗ Write down some new goals to focus on next year.



	Goals I have achieved so far	When I did them
School	1.	
	2.	
Life	3.	
	4.	

	Goals I need to do further work on in order to achieve	Who I will ask to help me
School	1.	
	2.	
Life	3.	
	4.	

	New goals I want to achieve	When I will do them
School	1.	
	2.	
Life	3.	
	4.	

* Look over what you wrote in 'My Career Choices' in the 'My Future section of this Career Action Plan. Are you still interested in doing the same careers when you finish school? If not, write down one new career you are interested in, and the subjects you need to do next year to help you prepare for that career.

New career I am interested in	What I need to do next year to prepare for this career, including learning new skills and taking certain subjects

<p>Comments from parents, family members, community members, carers, guardians or other trusted adults <i>* A translator may be required</i></p>	<p>Date: Comments:</p>
<p>Comments from teachers, careers practitioners, Multicultural Education Aides or other school staff <i>* Check alignment with other plans the young person may have</i></p>	<p>Date: Comments:</p>